

DEPUTY SHERIFF – SHIFT COMMANDER

GENERAL STATEMENT OF DUTIES

Performs supervisory law enforcement work in the Uniform Patrol Division of the County Sheriff's Office.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for supervising law enforcement personnel in the operations of a platoon of the Uniform Patrol Division. Duties include supervising, planning, and directing all operations of the assigned platoon. Considerable judgment and initiative are required in developing and administering divisional programs. Tact and firmness are required in public contact and supervision of personnel. Employee is subject to the usual hazards of law enforcement work. Work is performed under the general supervision of the Chief Deputy Sheriff and is evaluated in terms of the effectiveness of divisional operations and for adherence to departmental policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK

- Plans, directs, and supervises all field personnel; sets work schedules; makes assignments and transmits communications, orders, and other administrative directives to division personnel.
- Coordinates patrol activities with other departmental functions and operations.
- Reviews and evaluates work of assigned personnel; evaluates performance; and advises assigned personnel concerning policies and procedures.
- Confers with Patrol Commander as necessary regarding cases and case progress.
- Trains and instructs law enforcement officers.
- Prepares and maintains necessary records and reports.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of modern law enforcement practices and procedures.
- Considerable knowledge of all civil and criminal papers served by the Sheriff's Office.
- Considerable knowledge of federal, state, and local laws pertaining to law enforcement work.
- Considerable knowledge of the geographic layout of the County.
- Skill in the use of firearms and other law enforcement situations.
- Ability to exercise sound judgment in emergency situations.
- Ability to supervise and train law enforcement personnel.
- Ability to deal tactfully and firmly with the public.
- Ability to prepare accurate records and reports.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and one year experience in law enforcement work in a supervisory position; or an equivalent combination of experience and training.

SPECIAL REQUIREMENT

Refer to the N.C. Criminal Training and Standards Council Act and the N.C. Criminal Justice Training Standards Commission for employment, education, and training standards for law enforcement officers.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 3/2002